Certification Guidelines

September 20, 2004

Contents

1. Certification Guidelines

Invoices that will be certified using funds within the "**STARS COMMUNITY"** require data entry in 3 fields:
- Doc/Ref ID
- AAA
- ACRN

"STARS COMMUNITY", also referred to as certifying for "Transaction for Self", simply means that accounting data is available on the **FADA**.

The following list of AAAs _**ARE**_ within the STARS community and the document _**CAN**_ be certified by entering only the Doc/Ref ID, AAA, and ACRN.

Location	AAA	DoDAAC
San Diego, CA	068688 (Ashore)	N68688
	060957 (Fleet)	
Charleston, SC	068892 (FL)	N68892
	068342 (HQ)	N68342
Norfolk, VA	068732 (Ashore)	N68732
	060951 (Fleet)	
Honolulu, HI	045924	N45924
Oakland, CA	068894	N68894
Pensacola, FL	068566	N68566
Rota, Spain	062863	N62863
Naples, Italy	062863	N62588
Sigonella, Italy	062683	N62995
London, UK	062863	N62585
Souda Bay, Greece	062863	N66691
Yokota, Japan	062649	N62649

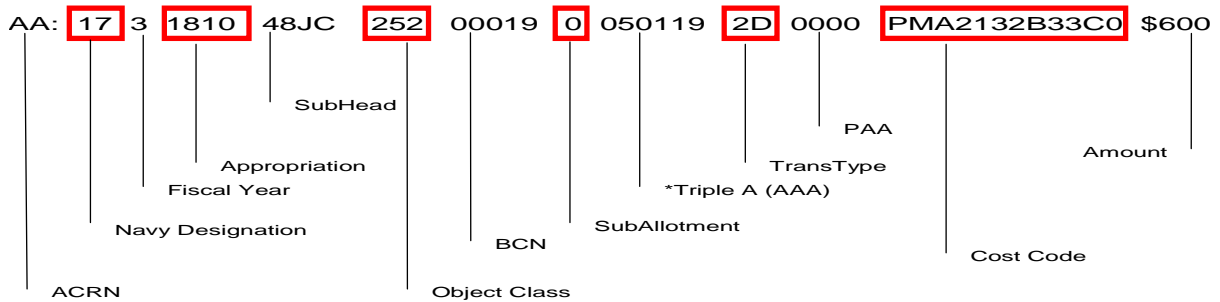**MISC AAA also considered within the STARS Community**

- 68342 = STARS HQ Obligations
- 00421 = NAVAIR
- 50119 = NAVAIR ERP Systems

If the funds are used to certify an invoice _**ARE NOT**_ in the STARS community, the certifier must enter in the full LOA as identified on the WAWF Cross Walk form.

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By utilizing the **DFAS website**, Government Certifiers can also obtain additional information or help identify if the funds are in the STARS Community or not. (Please refer to Section Entitled: DFAS WEBSITE).

2. Reading Lines of Accounting

Deciphering Accounting and Appropriation Date (LOA)

AA: [17] 3 [1810] 48JC [252] 00019 [0] 050119 [2D] 0000 [PMA2132B33C0] $600

- ACRN
- Navy Designation
- Fiscal Year
- Appropriation
- SubHead
- BCN
- Object Class
- SubAllotment
- *Triple A (AAA)
- TransType
- PAA
- Cost Code
- Amount

ACRN = two position field. Please note there are two types of ACRNs and you must use the Document ACRN to certify:
- PIIN ACRN = found on the contract
- DOC ACRN = found in STARS FL ,STARS HQ or FADA file

DoD Department Indicator
- 17 = Navy & (Marine)
- 21 = Army
- 57 = Air Force
- 97 = DoD

Appropriation = includes gaining agency, year and 4 digit appropriation
- Determine if Working Capital Fund or General Fund

SubHead = 4 digit, alphanumeric

ObjClass = 3 digit number used for reporting purposes

BCN = Bureau Control Number (5 digits) Where the money is coming from/Who funds the contract/Where obligation is.

SA = Suballotment is usually 0

AAA = Authorized Accounting Activity, 6 digits that identifies the DFAS office that performs accounting for the activity. The paying office is usually at the same DFAS site.

STANDARD DOCUMENT NUMBER (SDN)

IF	THEN DOC/REF ID =
Working Capital Funds *designated by 4930 appropriation or 77777 BCN	Contract #/ Purchase order number (PO #)
General Funds – as an example, this CAN BE *designated by 1804 appropriations	SDN/Purchase request (PR #) see block 4 * Must be 14-15 characters long*
If *N50119 in LOA *denotes Sigma Triple AAA for ERP systems	Contract number/ Purchase order number
If *N68342 in LOA *denotes STARS HQ level accounting.	

3. Contract Information

Contract Types

A - Blanket Purchase Agreement. <u>SPIIN required.</u>

B - Invitation for Bid.

C - Contracts of all types (exclusions: indefinite delivery, facilities, sales, other govt. agencies, outside DoD agencies contracts.

D - Indefinite delivery Contracts. <u>SPIIN Optional</u>. You can bill by delivery order or task order.

E - Facilities Contracts.

F - Contract actions placed with or through other govt. departments or agencies or against contract placed by such dept or agencies outside the DoD.

G - Basic Ordering Agreements. <u>SPIIN is required</u>.

H - Agreements including basic agreements and loan agreements, but excludes basic purchasing agreements, basic ordering agreements and leases. <u>SPIIN required</u>.

K - Short Form research contract.

L – Leases.

M - Purchase Orders - manual.

N - Notice of intent to purchase.

P - Purchase order – automated.

Q - Request for Quotation - manual.

R - Request for Proposal.

S - Sales Contracts.

T - Requests for Quotations - automated.

U - See T. If all T's are used, move to U.

V - See P. If all P's are used, move to V.

W - See M. If all M's are used, move to W.

Y - Empress Fund Contracts.
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Note: These terms are used interchangeably:
- Contract Number/ PIIN/DO Number
- Task Order/SPIIN

4. Certifying for the Marine Corps

Contracts USUALLY start with an "M".

Marine Corps AAAs **ARE NOT** in the STARS Community with the following exceptions:
- 067443
- 047443
- 000318

***If one of the above AAAs are used, the accounting data **IS** in the FADA and certification only requires:
- the AAA
- Doc Ref ID
- ACRN

***If the above AAAs are **NOT** being used, certifiers MUST enter in complete Line Of Accounting Information. (Please refer to the WAWF Cross Walk form).

***For Marine Corps contracts where the document number starts with "N", certifiers MUST change the "N" to an "M" when entering the Doc/Ref ID.

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By utilizing the **DFAS website**, Government Certifiers can also obtain information that will help identify if the funds are in the STARS Community. (Please refer to Section Entitled: DFAS WEBSITE).

5. Certifying for the Army

AAA will start with a "G" when the funds have passed Grassley validation in One Pay. When certifying in WAWF, the first position of the AAA MUST be entered as an "S".

Fields that must be completed if using ARMY money:
- Dept. ID
- Fiscal Year
- Basic Symbol
- Cost Code **(Operating Agency + Allotment Series + Program Element *Do not use P, Always use 00 for the last two digits)**
- ACRN
- AAA
- Doc/ Ref ID (Must have "MIPR" as first four digits)

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By utilizing the **DFAS website**, Government Certifiers can also obtain additional information. (Please refer to Section Entitled: DFAS WEBSITE).

6. DFAS WEBSITE

By utilizing the DFAS website: (http://www.dfas.mil/) certifiers can gain access to information that can be used to identify whether the accounting for a specific invoice is a Transaction for Self and requires only the Doc/Ref ID, AAA and ACRN or if full LOA info is needed for certification.

The navigation path to access this information is as follows:

- From the DFAS website home page select "Money Matters"
- Select Vendor Reference Tool/DSSN link
- Select Accountable Stations Link (Scroll to the bottom of the page)
    - Query by AAA/ADSN/FSN and/or Activity
- Enter AAA into AAA Field and click the Submit button
    - ****Note: only use 5 positions for AAA
             (example 68688 not 068688)**
    - ****Note: Do not tab out of Fields****
- Select the hyperlink for the activity's name
- This will give you the POC and phone number of the accounting office.
    - This POC information may also be listed under the "Prevalidation Point of Contact".